



CITY OF MIAMI GARDENS

DEVELOPMENT SERVICES

PRINCIPLES AND GUIDELINES FOR CITY OF MIAMI GARDENS PUBLIC HEARING APPLICATIONS

City of Miami Gardens is committed to building a high quality built environment. Public hearing applicants are strongly advised to follow these principles and guidelines.

1. **Project Presentation by Applicant** – While staff provides a written recommendation, the applicant and their team are responsible for making a comprehensive oral presentation of their project to the City Council. Detailed colored renderings as well as architectural drawings and/or models are encouraged.
2. **Attendance** – The applicant and/or representative needs to be present at all project meetings that are considered before the City Council.
3. **Registration of Lobbyists** –Persons representing projects such as realtors, engineers, or architects, must register with the City Clerk’s office as lobbyists. Attorneys are excepted.
4. **Neighborhood Outreach** – Applicants are strongly encouraged to explain their project to neighboring property owners through door-to-door conversations or meetings with home owner associations and provide documentation of same to City (list available at City Hall). The City may defer or deny applications inadequately communicated to adjacent neighbors.
5. **Lush Landscape** – According to the City’s landscaping requirements all significant projects shall include landscape plans including colored renderings that depict lush landscaping that is above the minimum requirements. Applications will be tied to such plans and renderings including construction plans.
6. **Quality Design and Architecture** – All major projects shall include color architectural renderings that depict quality buildings, design and quality materials. The City generally prefers modern, “inclusive” architecture that incorporates the Miami Modern or Florida/Caribbean modern elements that complement the city’s architectural heritage.
7. **Proffered Community Amenities** – Applicants should recognize, and proffer, additional community amenities, significant resources or monetary contributions to mitigate the impact of their projects. E.g. landscape of adjacent rights-of-way, contributing to nearby parks, etc.
8. **Neighborhood Compatibility** – Applicants must provide detailed plans to mitigate neighborhood impacts, especially when the proposal will increase densities and intensities. E.g. the width of proposed landscape buffers, wall specifications, plant types, etc.
9. **Education Facility Mitigation** – The City is committed to supporting the Miami Dade County School District’s programs to improve Miami Gardens’ schools. All residential projects shall fully comply with the District’s facility requirements including but not limited to the payment of education impact fees and of additional school facility mitigation fees.
10. **Transportation Impacts** – Applicants shall comply with the City’s traffic impact analysis methodologies and provide a complete traffic analysis report.
11. **Workforce Housing** – Whenever possible and appropriate all residential projects especially larger developments should include units that are affordable to moderate income households such as public school teachers, firemen, nurses, etc.

I have read these guidelines and principles and pledge to comply with same.

Signature of Applicant: _____

Print Name: _____

Date: _____



ZONING HEARINGS GUIDELINES AND PROCEDURES FOR SUBMITTAL

APPLICATIONS REQUIRING ZONING HEARING APPROVAL

Certain applications for zoning approval require that the City Council adopts a resolution or an ordinance. The following zoning applications require City Council approval:

1. All non-use variances of Section 33 of the Zoning Code. This includes but not limited too, variances of setbacks, building heights parking requirements, landscape requirements, sign requirements, etc.
2. Establishment of special exception uses, unusual uses, conditional uses.
3. Re-zonings of property.
4. Modifications of previously approved conditions of resolutions/ordinances.
5. Tentative plats, final plats, waiver of plats, rights-a-way vacation
6. Appeals of administrative interpretations.
7. All other requests that may require City Council approval.

CITY COUNCIL ZONING MEETING DATES AND TIME

The City Council Zoning meeting is scheduled the first Wednesday of each month, at 7:00pm. The meetings are held in City Hall, Council Chambers, 1515 N.W. 167 Street, Building 5, Suite 200, Miami Gardens, FL 33169, unless otherwise noticed.

NOTE: The City Council does not meet during the month of August.

LOBBYIST REQUIREMENTS

City of Miami Gardens Ordinance No. 2004-02-18 requires all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay an annual fee of \$250.00. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence "City" action. "City" action is broadly described to include the ranking and selection of professional consultants, and virtually all-legislative, quasi-judicial and administrative action. All not-for-profit organizations, local chamber and merchant groups, homeowner associations, or trade associations and unions must also register however an annual fee is not required (see attached forms).

APPEALS/DISABILITIES/TRANSLATORS

Any persons, or persons, wishing to appeal any decision made by the City Commission with respect to any matter considered at the meeting or hearing, will require a verbatim record of the proceedings upon which the appeal is based. Any person with a disability requiring auxiliary aids and services for meeting, or requiring translation should contact the City Clerk's Office at 305-622-8000, at least three business day prior to the scheduled meeting date.

ZONING HEARING CONTACT INFORMATION

For more information, questions, or to schedule an appointment to file a Zoning Hearing application please contact the Planning and Zoning Department, 1515 N.W. 167 Street, Building 5, Suite 200, Miami Gardens, FL, 33169, 305-622-8023 or email Cyril Saiphoo, AICP, Zoning Administrator at csaiphoo@miamigardens-fl.gov.

ZONING HEARING PROCEDURES

1. It must first be determined by the Planning and Zoning Department that a Zoning Hearing is required.
 - a. This determination can be made by contacting the Planning and Zoning Department, 305-622-8023, during the hours of 8:00am to 4:00pm Monday to Friday.
 - b. It is recommended that an appointment be made with the Zoning Administrator to discuss the application prior to filing the application for complete and detail instructions, and to address any questions or concerns.
2. The applicant/agent shall prepare the submittal of the Zoning Hearing application. The completed application shall be submitted in person, or delivered to the Planning and Zoning Department. The Zoning Administrator shall make the determination that the Zoning Hearing application is complete, and submitted accordingly. **NOTE:** Applications will not be processed and/or scheduled for Public Hearing until deemed complete.
3. A recommendation of approval, approval with conditions, or denial of the application will be formulated by the Planning and Zoning Department.
 - a. The recommendation will be made after the Department's review of all submitted materials and an evaluation of hardships, impacts, and the general benefit and welfare of the community.
 - b. The Planning and Zoning Department's recommendation is made to the City Council. **NOTE:** An opportunity is given for the applicant/agent to address staff's concerns, and too modify the application, and/or proffer a Declaration of Restrictive Covenants, or withdraw the application.
 - c. The City Council may at its' sole discretion adopt a motion for approval, approval with conditions, modified approval, denial, or deferral. Staff makes cannot confirm prior to the Zoning Hearing the actions the City Council may adopt.
 - d. Be advised The City Council adopts a motion for approval, approval with conditions, modified approval, denial, or deferral at its' sole discretion. Staff does not determine the actions the City Council may adopt.
4. The application will be tentatively scheduled for the City Council Zoning meeting agenda. It is the Department's intention to have applications scheduled within ninety (90) days of an accepted application. **NOTE:** The application may be delayed due to incomplete or missing items, modifications or revisions to the applications, and/or unforeseen circumstances. Staff's draft recommendation to the City Commission will be made available to the applicant approximately forty five (45) days prior to the scheduled meeting date. Please contact the Planning and Zoning Department for a copy of the draft recommendation.

5. At the City Council Zoning meeting, the applicant and/or its' representative/agent shall be present to address the City Council and explain the nature of the application and too address any questions or concerns of the application.
 - a. During the public hearing all interested parties may speak and comment on the application. The City Council will motion for an action to be taken based on the Department's recommendation, the applicant's presentation, and on public comment and concerns.
 - b. The City Council grants the final approval, approval with conditions, or denial of the application.
6. The decision of the City Council is final unless appealed within 14 days from the date of posting or filed with the Circuit Court of the 11th Judicial Circuit by an aggrieved party or the applicant within 30 days. **NOTE:** The City Attorney's office should be contacted for details and procedures on filing such appeals.
 - a. An Ordinance or Resolution, and if conditioned, a Declaration of Restrictive Covenants of the outcome of the hearing will be prepared by the City Attorney and City Clerks Office for the City of Miami Gardens and will be mailed to the applicant.
 - b. The Ordinance or Resolution render the decision of the City Council and will specify any conditions imposed by the Council.
 - c. If a Declaration of Restrictive Covenants is a condition of approval, the Declaration will be mailed for execution and with instructions to return to the Planning and Zoning Department.
 - d. Non-compliance with the any condition of approval may be enforced accordingly. Formal action may be taken on any item discussed or added to this Agenda.



OFFICE USE ONLY

Date Received: _____

Process No. _____

Project Location: _____

PUBLIC HEARING APPLICATION

APPLICANT INFORMATION:

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER:

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

OWNER INFORMATION:

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of ALL owners): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

DULY APPOINTED AGENT INFORMATION:

CONTACT PERSON, MAILING ADDRESS, TELEPHONE NUMBER:

Contact Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ Fax#: _____ E-mail: _____

PROJECT INFORMATION:

1. PROJECT NAME: _____

2. FOLIO #'s pertaining to project: _____

3. ADDRESS OR LOCATION OF PROPERTY (For location, use description such as NE corner of, etc.)

4. LEGAL DESCRIPTION of all property covered by the application

(Provide complete legal description, i.e., lot, block, subdivision name, plat book & page number, or metes and bounds. Include section, township, and range. If the application contains multiple rezoning requests, a legal description for each requested zone must be provided. Attach separate sheets as needed and clearly label (identify) each legal description attached. In addition to paper version it is requested that lengthy metes and bounds descriptions be provided on diskette or compact disc in Microsoft Word or compatible software.)

5. SIZE OF PROPERTY (in acres): _____ (divide total sq. ft. by 43,560 to obtain acreage)

6. IS CONTIGUOUS PROPERTY OWNED BY THE SUBJECT PROPERTY OWNER(S)? yes ☐ no ☐
If yes, provide complete legal description of said contiguous property.

7. IS THERE AN OPTION to purchase ☐ or lease ☐ the subject property or property contiguous thereto?
no ☐ yes ☐ (If yes, identify potential purchaser or lessee and complete 'Disclosure of Interest' form)

8. PRESENT ZONING CLASSIFICATION: _____

9. APPLICATION TYPE (Check all that apply and describe nature of the request in space provided)

- ☐ District Boundary (zone) Changes [Zone(s) requested] _____
- ☐ Unusual Use: ☐ Non-Use Variance:
- ☐ Alternative Site Development: Option: ☐ Special Exception:
- ☐ Modification of previous resolution/plan: ☐ Modification of Declaration or Covenant:
- ☐ Other: _____

10. Has there ever been a public hearing held on this property? ☐ no ☐ yes.

If yes, provide applicant's name, date, purpose and result of hearing, and resolution number for all:

11. Is this application a result of a violation notice? ☐ no ☐ yes. If yes, Please explain:

OWNERSHIP AFFIDAVIT FOR INDIVIDUAL

STATE OF _____ Public Hearing No. _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of the proposed hearing.

2. The subject property is legally described as:

3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

Witnesses:

Signature

Affiant's signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20__.
Affiant is personally known to me or has produced _____ as
identification _____.

Notary

(Stamp/Seal)

Commission Expires:

OWNERSHIP AFFIDAVIT FOR CORPORATION

STATE OF _____ Public Hearing No. _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____
_____ hereinafter the Affiant(s), who being first duly sworn by me, on oath,
deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, with the following address:

2. The Corporation owns the property which is the subject of the proposed hearing.
3. The subject property is legally described as:

4. Affiant is legally authorized to file this application for public hearing.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

Witnesses:

Signature

Affiant's signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____ 20 ____.

Affiant is personally known to me or has produced _____
as identification.

Notary

(Stamp/Seal)

Commission Expires:

DISCLOSURE OF INTEREST*

If a CORPORATION owns or leases the subject property, list principal stockholders and percent of stock owned by each. [Note: Where principal officers or stockholders consist of other corporation(s), trust(s), partnership(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

CORPORATION NAME: _____

<u>NAME AND ADDRESS</u>	<u>Percentage of Stock</u>
_____	_____
_____	_____
_____	_____
_____	_____

If a TRUST or ESTATE owns or leases the subject property, list the trust beneficiaries and the percent of interest held by each. [Note: Where beneficiaries are other than natural persons, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

TRUST/ESTATE NAME _____

<u>NAME AND ADDRESS</u>	<u>Percentage of Interest</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If a PARTNERSHIP owns or leases the subject property, list the principals including general and limited partners. [Note: Where the partner(s) consist of another partnership(s), corporation(s), trust(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

PARTNERSHIP OR LIMITED PARTNERSHIP NAME: _____

<u>NAME AND ADDRESS</u>	<u>Percentage of Ownership</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CONTRACT FOR PURCHASE

If there is a **CONTRACT FOR PURCHASE**, by a Corporation, Trust or Partnership list purchasers below, including principal officers, stockholders, beneficiaries or partners. [Note: Where principal officers, stockholders, beneficiaries or partners consist of other corporations, trusts, partnerships or other similar entities, further disclosure shall be made to identify natural persons having the ultimate ownership interests].

NAME OF PURCHASER: _____

NAME, ADDRESS AND OFFICE (if applicable)

Percentage of Interest

Date of contract: _____

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership or trust.

NOTICE: For any changes of ownership or changes in purchase contracts after the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest is required.

The above is a full disclosure of all parties of interest in this application to the best of my knowledge and belief.

Signature: _____
(Applicant)

Sworn to and subscribed before me this ____ day of _____, _____. Affiant is personally know to me or has produced _____ as identification.

(Notary Public)

My commission expires: _____

*Disclosure shall not be required of: 1) any entity, the equity interests in which are regularly traded on an established securities market in the United States or another country; or 2) pension funds or pension trusts of more than five thousand (5,000) ownership interests; or 3) any entity where ownership interests are held in a partnership, corporation or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership and where no one (1) person or entity holds more than a total of five per cent (5%) of the ownership interest in the partnership, corporation or trust. Entities whose ownership interests are held in a partnership, corporation, or trust consisting of more than five thousand (5,000)

separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interest which exceed five (5) percent of the ownership interest in the partnership, corporation or trust.

FEE SCHEDULE

I. Public Hearing fees for those items not listed in II through VI below.

Z100	Basic fee:	1,000.00	_____
Z101	Basic fee (Violation):	2,000.00	_____
	Size of Property (applies to all applications):		
Z978	Residential (600.00 per 10 acres or portion thereof)		_____
Z981	Commercial (700.00 per 10 acres or portion thereof)		_____
	Size of Building:		
Z982	Commercial (300.00 per 5,000 sq. ft. or portion thereof)		_____
	Number of Units:		
Z979	Residential (300.00 per 15 units or portion thereof)		_____
	Site Plan Review:		
Z977	Residential	1,200.00	_____
Z980	Commercial	2,000.00	_____
	Non-Use Variance(s) or Alternative Site Development Option (ASDO):		
Z972	Residential	600.00	_____
Z973	Commercial	1,500.00	_____
Z975	Modification/Deletion	1,200.00	_____
Z976	Unusual Use	2,500.00	_____
Z974	Special Exception	2,500.00	_____
	Zone Change to:		
Z104	AU/GU/RU1(a)(b)/RU2/RU1Z/EU	1,500.00	_____
Z114	RU-TH/Multi-fam/PAD	4,000.00	_____
Z124	RU-5/RU-5A/OPD	4,000.00	_____
Z134	BU	4,000.00	_____
Z144	IU	4,000.00	_____
	Use Variance for uses permitted in:		
Z115	AU/GU/RU1(a)(b)/RU2/RU1Z/EU	1,710.00	_____
Z125	RUTH/Multi-fam/PAD	2,850.00	_____
Z135	RU-5/RU-5A/OPD	3,990.00	_____
Z145	BU	3,990.00	_____
Z155	IU	3,420.00	_____

UPON REVIEW OF APPLICATION, IF MORE REQUESTS ARE DEEMED TO BE NECESSARY, ADDITIONAL FEES MAY HAVE TO BE SUBMITTED.

Make checks payable to: City of Miami Gardens Department of Planning and Zoning.

FEE SCHEDULE CONT.

II. Non-Use Variance (Residential/One Lot)*

Z983	Fee	1,500.00	_____
Z984	(Violation)	1,500.00	_____

*For every application for a non-use variance for the new construction of, or addition to, a single family residence (one lot maximum) or duplex (one lot maximum)

III. Mobile Home (Trailer) as a Watchman's Quarters:

Z102	Unusual Use (or extension to previous approval)	1,300.00	_____
Z103	(Violation)	1,500.00	_____

IV. Private Schools, House of Worship, Congregate Living Facilities, Nursing Homes and Convalescent Homes:

Z985	Fee	2,500.00	_____
Z986	(Violation)	3,000.00	_____

V. Lake Excavation:

Z987	Unusual Use	1,000.00	_____
Z988	(Violation)	2,000.00	_____
Z989	Site plan review:	1,000.00	_____
Z990	Size of lake: (500.00 per 10 acres of water surface area or portion thereof)		

VI. Non-Use Variance – Signs:

Z997	Fee	1,800.00	_____
Z998	(Violation)	3,000.00	_____

VII. Additional fees

Z116	Revisions to plans: (first revision no charge) thereafter, each revision	1000.00	_____
Z117	Submitted 30 days or less prior to hearing	1000.00	_____

Subtotal _____

Concurrency 6%

CN01-Residential			_____
CN02-Commercial			

Subtotal _____

Surcharge 15%

Subtotal \$ _____

Upfront Notices & Advertisement Fees

Z999	Additional Radius Fees:		
	Single-Family Lot Non-Use Variance (500 feet)	1,250.00	_____
	Notices requiring a radius of 500 feet for Commercial	2,700.00	_____
	Notices requiring a radius of ½ Mile for Commercial	4,200.00	_____

TOTAL \$ _____

All application fees shall be paid in total at the time of filing of the application, and no total fee shall be credited or refunded, except when adjustment is warranted or deemed necessary due to departmental error.

SUBMITTAL CHECKLIST

The following items must be submitted with this application:

Required	Provided	Description
<input type="checkbox"/>	<input type="checkbox"/>	Registration of Lobbyists – must register with the City Clerk's office as lobbyists. Accordance to Ordinance No. 2004-02-18
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent - signed by the applicant, listing what is being requested, and reasons why applicant feels the request should be approved, detailing variances, zoning requests, explaining zoning hardship, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Application - <u>completely</u> filled out and properly executed. (Folio numbers are mandatory).
<input type="checkbox"/>	<input type="checkbox"/>	Boundary Survey - (required with every application, no older than 1 year. Must show all structures, rights-of-way, etc. and any municipal boundary, if any). Legal Description - must be accurate and submitted in electronic format on diskette or compact disc (CD), in addition to printed (hard) copy.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans (must show entire property, all dimensions measured to centerline of the streets, size and uses of existing and proposed buildings, spacing, setback distances, typical parking spaces, driveways, etc. A complete zoning legend, showing data calculations for the site) Zoning Legend: All plans must contain a complete zoning data legend. Note: If you decide to revise your hearing plans, must contain 2 complete sets plus 2 complete sets reduced to 8½" x 11". Additionally the plans must include the complete legend and a revised letter of intent incorporating and explaining any changes on the plans. Plans submitted after the item has been advertised will be considered a plan revision and accompanied by a fee.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (must identify all rooms and indicate dimensions of each).
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations (drawing must show number of stories and height of top of roof).
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plans (including Landscape Legend and Certificate acknowledging compliance with the Landscape Ordinance). Title Block: Plans must contain a Title Block identifying the project, name, title and address of person who prepared the plan, date prepared, and scale used.
<input type="checkbox"/>	<input type="checkbox"/>	Plans – 6 full sets of plans measuring 24 x 36 at time of submittal
<input type="checkbox"/>	<input type="checkbox"/>	Word Format – Folio & <u>Legal description</u> must be submitted in word format on CD.
<input type="checkbox"/>	<input type="checkbox"/>	PDF and/or *.JPG/.JPEG digital format – In addition to hard copies, <u>all standard set of plans</u> , plats, surveys and renderings must be submitted on CD.
<input type="checkbox"/>	<input type="checkbox"/>	Ownership affidavit(s) – only if other than the owner is representing this application.
<input type="checkbox"/>	<input type="checkbox"/>	Disclosure of Interest - if the owner, applicant or contract purchaser is a corporation, partnership, trustee.
<input type="checkbox"/>	<input type="checkbox"/>	Contract to Purchase
<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed lease - for one year or more, if applicant is a lessee.
<input type="checkbox"/>	<input type="checkbox"/>	Liquor Survey
<input type="checkbox"/>	<input type="checkbox"/>	Special Purpose Survey
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's certification and/or compliance letter for existing structures.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural approval letter required from the homeowners' or condominium association.
<input type="checkbox"/>	<input type="checkbox"/>	Lake Excavation Plans (prepared & sealed by a Florida surveyor or engineer, showing perimeter dimensions, deep cut line, cross sections and slope descriptions).
<input type="checkbox"/>	<input type="checkbox"/>	Education Facility Mitigation – The City is committed to supporting the Miami Dade County School District's programs to improve Miami Gardens' schools. All residential projects shall fully comply with the District's facility requirements including but not limited to the payment of education impact fees and of additional school facility mitigation fees.
<input type="checkbox"/>	<input type="checkbox"/>	Transportation Impacts – Applicants shall comply with the City's traffic impact analysis methodologies and provide a complete traffic analysis report.
<input type="checkbox"/>	<input type="checkbox"/>	School Checklist - required for all day care centers and private schools. For specific K – 12 school requirements call the Educational Facilities Coordinator of the Public Works Department at (305) 622-8032.
<input type="checkbox"/>	<input type="checkbox"/>	Fees – Pay fees

RESPONSIBILITIES OF THE APPLICANT

I AM AWARE THAT:

1. The City of Miami Gardens, Department of Development Services, Planning & Zoning, and other City Departments review and critique zoning hearing applications which may affect the scheduling and outcome of my hearing.
2. I am responsible for additional fees related to application changes, plan revisions, deferrals, re-advertising, etc., that may be incurred. I understand that fees must be paid promptly. Applications withdrawn within **60** days of the filing are eligible for a refund of **50%** of the hearing fee but after that time hearings withdrawn or returned will be ineligible for a refund. Refunds must be requested in writing.
3. The Florida Building code requirements may affect my ability to obtain a building permit even if my zoning application is approved. I am responsible for obtaining any required permits and inspections for all structures and additions proposed, or built without permits. And that a Certificate of Use (C.U.) must be obtained for the use of the property. Failure to obtain the required permits and/or C.U., Certificates of Completion (C.C.) or Certificate of Occupancy (C.O.) will result in enforcement action against any occupant and owner. Submittal of the Zoning Hearing application may not forestall enforcement action against the property.
4. The 3rd District Court of Appeal has ruled that zoning applications inconsistent with the Comprehensive Development Master Plan (CDMP) cannot be approved by a zoning board based upon considerations of fundamental fairness. Therefore, I acknowledge that if the hearing request is inconsistent with the CDMP and I decide to go forward then my hearing request can only be denied or deferred, but not approved.
5. Any covenant to be proffered must be submitted to the Department's Legal Advisor, on City of Miami Gardens form, at least 1 month prior to the hearing date. The covenant will be reviewed and the applicant will be notified if changes or corrections are necessary. Once the covenant is acceptable, the applicant is responsible to submit the executed covenant with a current 'Opinion of Title' within 1 week of the hearing. Legal Advisor can advise as to additional requirements applicable to foreign corporations. Documents submitted to Legal Advisor must carry a cover letter indicating subject matter, application number and hearing date. Legal Advisor may be reached at (305) 622-8000

(Applicant's Signature)

(Print Name)

Sworn to and subscribed before me this _____ day of _____, _____. Affiant is personally known to me or has produced _____ as identification.

(Notary Public)

My commission expires _____

**CITY OF MIAMI GARDENS
LOBBYIST AUTHORIZATION FORM**

PRINCIPAL'S NAME: _____

PRINCIPAL'S CONTACT PERSON: _____

PRINCIPAL'S TRADE NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF LOBBYIST(S): _____

LOBBYIST'S ADDRESS: _____

TELEPHONE NUMBER: _____

DATE EMPLOYED: _____

Is lobbyist employed for a specific issue Yes _____ No _____

SPECIFIC ISSUE: _____

I swear under penalty of perjury that the information on this form is true and accurate.

PRINCIPAL'S SIGNATURE _____ **DATE:** _____

Violations may be determined by the Miami-Dade County Commission on Ethics and Public Trust. A finding by the Commission that a person has violated this Ordinance shall subject the person to those penalties set forth in Section 2-11.1 of the Metropolitan Dade Code. The penalties include admonition, public reprimand, and fines, as well as prohibitions from registering as a lobbyist or engaging in lobbying activities before the City.

AFFIDAVIT OF LOBBYIST REGISTRATION

A \$250.00 Registration Fee is due on or before October 1st of each year.

DATE REGISTERED _____ 200 ____.

Lobbyist Name (print) _____
Last Name, First Name, Middle Initial

Business Name: _____
(if different from above)

Business Phone: _____

Email Address (optional) _____

Mailing Address: _____

Business Address (if different from above)

I do solemnly swear that all facts contained in this Registration report are true and correct, and that I have read and am familiar with the provisions of Miami-Dade County Code Section 2-11.1(s), and the LOBBYIST REGISTRATION, REPORTING, AND WITHDRAWAL requirements contained herein.

Signature of Lobbyist

____ Personally Known
____ Produce ID _____
____ Did take an oath, or
____ Did not take an oath

Sworn to and subscribed before me this _____ day of _____, 20 ____.

Notary Public
My Commission Expires:

For City Clerk's Use only: PAID \$ _____ as Cash _____: Check _____ (Check # _____)
Date rec'd: _____, 200 ____.
Rec'd By: _____

LOBBYIST REGISTRATION FORM

“Lobbyist” means all persons, employed or retained, whether paid or not, by a principal who seeks to encourage the passage, defeat or modification of any ordinance, resolution, action or decision of any council member; any action, decision, recommendation of the city manager or any board or committee; or any action, decision or recommendation of any city personnel defined in any manner in this section, during the time period of the entire decision-making process on such action, decision or recommendation that foreseeable will be heard or reviewed by the city council, or a city board or committee. The term “lobbyist” specifically excludes the principal as well as any employee of the principal engaged in lobbying activities. City of Miami Gardens Ordinance No. 2007-09-115.

1. **Lobbyist Name (print)** _____
Last Name, First Name Middle Initial

Business Name: _____
(If different from above)

Business Phone: _____

Email Address: _____

Mailing Address: _____

2. **Principal retained by: (list each person or entity that has retained you to lobby on this subject):**

Principal’s Address (If different from above): _____

a) If you represent a corporation, partnership, or trust, identify and provide the address for the Chief Officer, Partner, and/or beneficiary: _____

3. **Subject Matter (Must be specific & describe in detail!)** _____

4. Identify each individual (Mayor, Councilmember, Board, Committee, or City staff) to be lobbied:

5. The subject matter listed in number 3 above is to be considered at the meeting of: (Identify each entity)

☐ City Council ☐ on ☐ 20 ☐
☐ City Staff ☐ on ☐ 20 ☐
☐ City Board or Committee ☐ on ☐ 20 ☐

6. State the extent of any business, financial, familial, professional or other relationship which exists with any individual identified in number 4 above.

On October 1 of each year, each lobbyist shall submit to the City Clerk a signed statement under oath, listing all lobbying expenditures in the City of Miami Gardens for the preceding calendar year.

Each person who withdraws as a lobbyist must file a "Certificate of Withdrawal" with the City Clerk.

OATH: I do solemnly swear that I have read and am familiar with the provisions of City of Miami Gardens, Ordinance NO. 2004-18, including the LOBBYIST REGISTRATION, REPORTING, ANNUAL REGISTRATION, AND WITHDRAWAL requirements contained therein, and that all facts contained in this Lobbyist Registration report are true and correct.

Signature of Lobbyist

☐ Personally known
☐ Produced ID _____
☐ Did take an oath, or
☐ Did not take an oath

State of Florida, County of Miami-Dade
Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public or City Clerk
My Commission expires:

FOR CITY CLERK'S USE ONLY: Registration: ☐ Accepted ☐ Rejected Date: _____
If rejected, state reasons: _____

Fee Paid: ☐ Yes \$ _____ as Cash ☐; as Check ☐ (Check # _____)

☐ No ☐ Not For Profit Organization (☐ documentary proof attached)

Date Received: _____ Received By: _____